

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, May 10, 2012 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management:
  - A. Risk Management Financial Report
  - B. 2012-2013 Renewals for Property, Casualty, Crime/Public Officials & Educators Legal Liability
5. Ambulance Service Fund Budget Amendments (3)
6. General Fund Budget Amendments:
  - A. Juvenile Court
  - B. County Buildings
  - C. Property Assessor/Reappraisal
  - D. Circuit Court Clerk
  - E. Correctional Work Center
  - F. Pet Adoption & Welfare Services
  - G. Miscellaneous
  - H. Employee Benefits
  - I. Other Public Health & Welfare
  - J. Sheriff's Department/Jail (3)
7. Special Purpose (DEA) Fund Budget Amendments (2)
8. Drug Control Fund Budget Amendment
9. Solid Waste/Sanitation Fund Budget Amendments
  - A. Convenience Centers
  - B. Miscellaneous
10. Highway Fund Budget Amendment
11. Grant Contract with State of Tennessee Division of Elections
12. Agreement with Tennessee Department of Health
13. Grant Contract with Tennessee Department of Military, Emergency Management Agency
14. Contract with Regional Transportation Authority
15. Energy Efficient Water Upgrade Proposal Rutherford County Schools
16. Education Capital Projects Fund Budget Amendment
17. Central Cafeteria Fund Budget Amendments
18. General Purpose School Fund Budget Amendments
19. 2012-13 Budget Overview
20. Other Business

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**To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.**

\* \* \* \*

cc: Commissioners  
Ernest Burgess  
Jim Cope  
Teb Batey  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

## EXPLANATION OF AGENDA ITEMS

1. The minutes of the April 5, 2012 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending April 30, 2012.
4. Risk Management:
  - A. Risk Management Director will be presenting the monthly Risk Management Financial Report.
  - B. The Insurance Committee has forwarded the renewal rates for property, casualty, crime/public officials, and educators' legal liability to the Budget Committee and authorized CCMSI to continue negotiations on the renewal rates with said rates to be presented directly to the Budget Committee.

5. **Ambulance Service Fund Budget Amendments:**

- A. The Ambulance Service Director will be requesting approval of the following budget amendments to provide additional funding from the ending fund balance to the Gasoline Account and to recognize additional revenue from patient charges to be used for Other Contracted Services to pay the billing company. The company has collected more this fiscal year than anticipated:

From: 118-34730 – Assigned for Public Health & Welfare - \$70,000

To: 118-55130-425 – Gasoline - \$70,000

Increase Revenue: 118-43120 – Patient Charges - \$90,000

Increase Expend.: 118-55130-399 – Other Contracted Svc. - \$90,000

- B. The Finance Director will be requesting approval of the following budget amendment for the Ambulance Service Fund to provide additional funding to transfer to the Self-Insurance Fund for the payment of liability claims:

From: 118-34730 – Assigned for Public Health & Welfare - \$10,000

To: 118-55130-505 – Judgments - \$10,000

6. **General Fund Budget Amendments:**

- A. The Juvenile Court Judge will be requesting approval of the following budget amendment to provide additional funding for Other Contracted Services due to more demand and use of the Magistrate:

From: 101-39000 – Unassigned Fund Balance - \$10,000

To: 101-53500-399 – Other Contracted Services - \$10,000

- B. The County Maintenance Director will be requesting approval of the following budget transfer to provide additional funding for the Communications Account and utilities to complete the fiscal year utilizing available funds in the Building Improvements Account. These transfers are made within the County Buildings budget:

From: 101-51800-707 – Building Improvements - \$47,000

To: 101-51800-307 – Communications - \$15,000  
101-51800-452 – Utilities - 32,000

- C. The Property Assessor will be requesting approval of the following budget amendment to provide a transfer from the Overtime Pay and the related benefits in the Property Assessor's budget to cover Overtime Pay and the related benefits for a Reappraisal employee:

Explanation of Agenda Items (cont'd)

From Property Assessor:

|                                     |        |
|-------------------------------------|--------|
| 101-52300-187 – Overtime Pay -      | \$ 340 |
| 101-52300-201 – Social Security -   | 21     |
| 101-52300-204 – State Retirement -  | 43     |
| 101-52300-212 – Employer Medicare - | 5      |

To Reappraisal:

|                                     |        |
|-------------------------------------|--------|
| 101-52310-187 – Overtime Pay -      | \$ 340 |
| 101-52310-201 – Social Security -   | 21     |
| 101-52310-204 – State Retirement -  | 43     |
| 101-52310-212 – Employer Medicare - | 5      |

- D. The Circuit Court Clerk will be requesting approval of the following budget transfers to ensure that there is enough funding available in the Postal Charges Account and the Office Supplies Account to complete the fiscal year:

|  |          |
|--|----------|
| From: 101-53100-719 – Office Equipment -   | \$ 446   |
| 101-53100-711 – Furniture/Fixtures -       | 2,500    |
| 101-53100-499 – Other Supplies/Materials - | 2,054    |
| To: 101-53100-435 – Office Supplies -      | \$ 1,000 |
| 101-53100-348 – Postal Charges -           | 4,000    |

- E. The Correctional Work Center Superintendent will be requesting approval of the following budget transfer to provide adequate funding for Maintenance & Repair of Buildings to complete the fiscal year:

|  |          |
|--|----------|
| From: 101-54220-413 – Drugs & Medical Supplies - | \$ 5,000 |
| 101-54220-418 – Equipment/Machinery Parts -      | 3,000    |
| To: 101-54220-335 – Maint./Repair Buildings -    | \$ 8,000 |

- F. The PAWS Director will be requesting approval of the following budget transfers to provide funding to complete the fiscal year for Part-Time Personnel, Overtime Pay, and Veterinary Services:

|   |          |
|---|----------|
| From: 101-55120-164 – Attendants -        | \$13,000 |
| 101-55120-302 – Advertising -             | 300      |
| 101-55120-320 – Dues & Memberships -      | 300      |
| 101-55120-340 – Medical/Dental Services - | 50       |
| To: 101-55120-169 – Part-Time Personnel - | \$ 9,000 |
| 101-55120-187 – Overtime Pay -            | 4,000    |
| 101-55120-357 – Veterinary Services -     | 650      |

- G. The Finance Director will be requesting approval of the following budget amendment to provide additional funding to transfer to the Self-Insurance Fund for the payment of liability claims:

|   |           |
|---|-----------|
| From: 101-39000 – Unassigned Fund Balance - | \$400,000 |
| To: 101-58900-505 – Judgments -             | \$400,000 |

- H. The Finance Director will be requesting approval of the following budget amendment to provide adequate funding for the health insurance matching for retirees:

|   |          |
|---|----------|
| From: 101-58600-205 – Employee Benefits/Employee Ins. - | \$27,645 |
| 101-39000 – Unassigned Fund Balance -                   | 4,355    |

Explanation of Agenda Items (cont'd)

To: 101-58600-299 – Other Fringe Benefits - \$32,000

- I. The County Mayor will be requesting approval of the following budget amendment to provide adequate funding to pay for autopsies for the remainder of the fiscal year:

From: 101-39000 – Unassigned Fund Balance - \$35,500  
To: 101-55900-399 – Other Contracted Services - \$35,500

- J. The Sheriff’s Department will be requesting approval of the following budget amendments to transfer \$4,000 from Sheriff’s Department Communications Equipment Account and \$6,000 from the Detention Other Contracted Services Account with a total of \$10,000 to the Detention Custodial Supplies Account; and to recognize revenue of \$800 from Contributions from Government Agencies to be used for Other Supplies & Materials in the Detention budget for the Community Vegetable Garden:

From: 101-54110-707 – Sheriff/Communications Equipment - \$4,000  
101-54210-399 – Jail/Other Contracted Services - 6,000  
  
To: 101-54210-410 – Jail/Custodial Supplies - \$10,000  
  
Increase Revenue: 101-48130 – Contributions - \$ 800  
Increase Expend.: 101-54210-499 – Jail/Other Supplies & Materials - \$ 800

The Sheriff’s Department will be requesting approval of the following budget amendment to recognize monies billed to the Board of Education for the Sheriff’s Department to provide security at school events. While the vast majority of the reimbursement is for work performed by employees of the Sheriff’s Department, the request is to appropriate the full amount to the Jail Overtime budget since there will be a shortage in this appropriation:

Increase Revenue: 101-43541 – Contract for Admin Svc. - \$54,067  
  
Increase Expend.: 101-54210-187 – Jail/Overtime Pay - \$44,947  
101-54210-201 – Social Security - 2,787  
101-54210-204 – State Retirement - 5,681  
101-54210-212 – Employer Medicare - 652

7. Special Purpose (DEA) Fund Budget Amendments:

The Sheriff’s Department will be requesting approval of the following budget transfer for the Special Purpose (DEA) Fund to provide funding to purchase a horse trailer for Mounted Patrol; and to request approval of an amendment to recognize revenue for Asset Forfeiture Funds and to appropriate the revenue for In-Service Training:

From: 121-54110-335 – Maint./Repair Building - \$5,000  
To: 121-54110-790 – Other Equipment - \$5,000  
  
Increase Revenue: 121-47700 – Asset Forfeiture Funds - \$1,143  
Increase Expend.: 121-54110-196 – In-Service Training - \$1,143

8. Drug Control Fund Budget Amendment:

The Sheriff’s Department will be requesting approval of the following budget amendment to transfer within the Narcotic budget from salaries to Overtime Pay:

From: 122-54150-115 – Sergeants - \$12,000

Explanation of Agenda Items (cont'd)

To: 122-54150-187 – Overtime Pay - \$12,000

9. **Solid Waste/Sanitation Fund Budget Amendments:**

- A. The Solid Waste Director will be requesting approval of the following budget amendment to provide adequate funding for the Convenience Centers Diesel Fuel Account to complete the fiscal year:

From: 116-55732-724 – Site Development - \$70,000  
To: 116-55732-412 – Diesel Fuel - \$70,000

- B. The Finance Director will be requesting approval of the following budget amendment to provide additional funding to transfer to the Self-Insurance Fund for the payment of liability claims:

116-34730 – Assigned for Public Health & Welfare - \$10,000  
116-58900-505 – Miscellaneous/Judgments - \$10,000

10. **Highway Fund Budget Amendment:**

The Highway Superintendent will be requesting approval of the following budget amendment to provide additional funding to transfer to the Self-Insurance Fund for the payment of liability claims:

From: 131-61000-502 – Building & Contents Insurance - \$ 4,358  
131-61000-506 – Liability Insurance - 32,738  
131-62000-409 – Crushed Stone - 150,000  
  
To: 131-61000-505 – Judgments - \$187,096

11. The Administrator of Elections will be requesting approval of a Grant Contract with the Tennessee Division of Elections for the provision of certified voting equipment. The grant contract shall be effective for the period beginning February 1, 2012 and ending on June 30, 2013. The maximum liability of the State shall not exceed \$141,474. No matching funds are required.
12. The Health Department Director will be requesting approval of an Agreement with the Tennessee Department of Health.
13. The County Mayor will be requesting approval of a Grant Contract with the Tennessee Department of Military, Emergency Management Agency in the amount of \$470,640.50. The grant is for the provision of pass-through funding for the administration and completion of an approved hazard mitigation plan project. The total amount of the project is \$537,875 with a Federal share of \$403,406. The non-federal share of \$134,469 will be equally shared by Rutherford County and the State of Tennessee. The project consists of acquiring and demolishing three substantially damaged residential properties and maintaining the open space. The property addresses are 6291 Florence Road, Smyrna, TN, 508 Deerfield Drive, Murfreesboro, TN, and 6988 Old Woodbury Pike, Murfreesboro, TN
14. The County Mayor will be requesting approval of a Contract with the Regional Transportation Authority in the amount of \$19,555 for the provision of transportation services known as Relax and Ride for the period of July 1, 2012 and ending on June 30, 2013.
15. The Director of Schools will be requesting approval for financing of a proposal from Excel Energy to replace lower efficiency commodes and sinks at a cost of \$1,461,013. The School Board requests that the project be funded by Rutherford County issuing seven year notes or bonds that would be paid off with General Purpose School Funds.

Explanation of Agenda Items (cont'd)

**16. Education Capital Projects Fund Budget Amendment:**

The Director of Schools will be requesting approval of an Education Capital Projects Fund Budget Amendment totaling \$181,586, which reduces the Committed for Capital Projects Account (formerly fund balance) by \$165,485 in order to fund the remaining expenditures for the 2010-11 projects. An additional \$16,101 in property tax revenue will balance the amendment and cover additional Trustee's Commission of \$1,500.

17. The Director of Schools will be requesting approval of Central Cafeteria Fund Budget Amendments, which will add a net \$2,329,546 in revenue to the budget and an additional \$2,177,423 in expenditures. The largest change is \$1,400,000 in USDA Commodities Revenue, which is offset by \$1,400,000 in expenditures for USDA Commodities. This is a reporting change requested by the state. The other increases and decreases adjust the budget for changes in the reimbursement amounts and the operating costs of the cafeterias.

**18. General Purpose School Fund Budget Amendments:**

The Director of Schools will be requesting approval of a General Purpose School Fund budget amendment reallocating \$29,717 within the state-funded Coordinated School Health grant. Staffing changes were made this year which freed up funds for materials, supplies, and equipment for the program.

No new funds or positions are included in the amendment.

The Director of Schools will also be requesting approval of a GPS amendment reallocating \$28,780 within the already budgeted state retirement to the major functions where it is needed. No new funds or positions are included in the amendment.

19. The County Mayor and the Finance Director will be presenting an overview of the 2012-13 Rutherford County budget.
20. Other Business